

Northeast Corridor System Train Dispatcher Manual



August 03, 2020

This Manual contains instructions that apply to all Northeast Corridor Train Dispatchers of the National Railroad Passenger Corporation, herein referred to as Amtrak.

This publication does NOT supersede any applicable operating rule or timetable special instruction.

Further instructions may be issued by the Director of Operating Practices by Movement Office Bulletin, which will be distributed as needed.

All Dispatchers and Assistant Chiefs must maintain their copy and have it with them while on duty.

The following titles and terms have been shortened to reflect common usage:

- "Dispatcher" refers to the Train Dispatcher.
- "Assistant Chief" refers to the Assistant Chief Train Dispatcher.
- "Chief" refers to the Chief Train Dispatcher or Manager of Operations.
- "Operator" refers to the Block Operator or Train Director.
- "Train Sheet" refers to the Train Dispatcher's Record of Train Movement.

All Dispatchers and Assistant Chiefs must maintain their copy and have it with them while on duty.

Operating Practices Mission Statement:

To reduce the risk of railroad injuries and incidents by providing clear and concise operating rules, instructions, support and guidance to our operating employees.



Amtrak Values

Put Customers First

Do the Right Thing

Excel Together

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CHAPTER 1 : ASSISTANT CHIEF DUTIES

AC1: ORDERING CREWS FOR TEST TRAINS OR SHOP TRAINS

When ordering a crew for "Test Train" or "Shop Train" service, an Assistant Conductor is not required unless:

1. Yard work must be performed, or
2. A shop train contains a wheel car or freight-type car.

AC2: TROUBLE DESK NOTIFICATION: MULTIPLE FAILURES

When there is C&S trouble at more than one location, the Assistant Chief must advise the Trouble Desk of the main priority.

AC3: ACCIDENT REPORTING

A. NTSB/FRA NOTIFICATION

The NTSB/FRA must be notified as soon as is practicable at 1-800-424-0201, or 202-267-2675 in Washington, DC, subsequent to an accident or incident that results in any of the following:

1. Death of rail passenger or employee.
2. Injury of 2 or more passengers or employees which requires admission to a hospital.
3. Death or injury of 5 or more persons.
4. Tank car damage resulting in hazardous material release or causing evacuation of general public.
5. Fatality at a grade crossing.
6. Evacuation of a passenger train.

Be prepared to supply the following information when calling:

1. Name of railroad.
2. Name, title, and telephone number of reporting individual.
3. Time, date, and location of accident or incident.
4. Circumstances of accident.
5. Number of persons killed or injured.
6. Estimate of property damage.
7. Name and telephone number of person from whom additional information can be obtained.

B. GRADE CROSSING ACCIDENTS: CONSOLIDATED NATIONAL OPERATIONS CENTER

Promptly notify the Amtrak Consolidated National Operations Center (ATS 734-2308) on all grade crossing accidents.

Initial information must include:

1. Name of Railroad on which accident occurred.

2. Time and date of accident.
3. Train number and consist.
4. Location — nearest town and name of crossing.
5. Brief description of accident, including type of vehicle, and whether injuries or fatalities are involved.
6. Name of the Service Manager or Maintenance Facility Manager that was contacted for preliminary documentation of damage, download of event recorder, and photographs of damage.

Follow-up information must include:

1. Name of responding local sheriff and emergency personnel.
2. Name of contact railroad official (i.e. Trainmaster) interviewing crew members and obtaining Conductor's Report of Accident.
3. Name of contact railroad Police Officer or Claim Agent handling accident.

C. DERAILMENT NOTIFICATION

Notify a supervisor from Transportation, Engineering, Mechanical and CNOC.

D. AMTRAK COLLISIONS OR DERAILMENTS ON FOREIGN RAILROADS

When notified of an Amtrak train collision or derailment on a foreign railroad, notify the Transportation Manager or Supervisor in charge of the territory or train.

Prepare a log entry by contacting the appropriate foreign railroad Movement Office for information. Include pertinent information received from Amtrak personnel in the field.

CHAPTER 2 : GENERAL RULES & INSTRUCTIONS

GI 1: PROMOTION TO THE POSITION OF DISPATCHER

All Dispatcher trainees must successfully complete the courses outlined in the "Amtrak Train Dispatcher Training Program" provided by Training and Development and System Operating Practices.

GI 2: FEDERALLY REQUIRED TRAIN SHEET INFORMATION

The Code of Federal Regulations (49 CFR Part 228) requires that the following information be included on each dispatching district's Train Sheet:

1. Identification of timetable in effect.
2. Location and date.
3. Identification of Dispatchers and their times on duty.
4. Weather conditions at 6-hour intervals.
5. Identification of Engineers and Conductors, and their times on duty. When it is not practicable to write in the names of train crews, arrange to staple a copy of the lists of Engineers and Conductors on various trains to the Train Sheet on each section.
6. Identification of trains and engines.
7. Station names and office designations.
8. Distances between stations.
9. Direction of movement and the time each train passes all reporting stations.
10. Arrival and departure times of trains at all reporting stations.
11. Unusual events affecting movement of trains and identification of trains affected.

Dispatchers must ensure that this information is kept current on their Train Sheet, unless the information is automatically generated by the CETC computer.

GI 3: RELAYING INFORMATION TO FOREIGN RR/DIVISIONS

Information regarding fouled or cleared tracks, equipment problems, necessity for AC or DC power removal, or any other pertinent information which could affect the operation of connecting railroads or divisions must be relayed in a timely fashion to the appropriate individuals.

GI 4: PRIORITY OF TRAINS

Except in emergencies, or when otherwise directed by a supervisor, trains must be dispatched in the priority listed below:

1. Amtrak revenue passenger trains
2. Commuter revenue passenger trains
3. Freight revenue trains
4. Scheduled deadhead passenger equipment moves
5. Amtrak non-revenue trains
6. Commuter non-revenue trains
7. Freight non-revenue trains

Trains must be dispatched in the most efficient manner possible without compromising safety. Dispatchers must remain aware of all factors which may affect the movement of trains, including weather, track outages, speed restrictions on track and/or equipment, hours of service, etc. Additionally, Dispatchers must anticipate situations requiring the issuance of Form D's, and

always bear in mind that matters clear to them may not be fully understood by others. Dispatchers must be clear in their instructions so that there is no possibility of a misunderstanding.

GI 5: REPORTING UNUSUAL OCCURRENCES

When a service disruption occurs, or a train loses time due to an unusual occurrence, the Dispatcher must promptly begin an incident write-up (log item) and inform the Assistant Chief. The Assistant Chief must promptly notify proper supervision and the Consolidated National Operations Center at ATS 734-2105.

The C&S Trouble Desk or appropriate Engineering Department representative must be promptly notified of all reports of switch or signal failures, TOL's, broken rails or other track defects.

The Power Director and C&S Trouble Desk must be promptly notified of all reports of catenary or 3rd rail problems.

The C&S Trouble Desk or Power Director, as appropriate, will be responsible for dispatching the required personnel and notifying MW, C&S or ET Supervision.

If the applicable department does not provide a cause for the failure within a reasonable time after the condition has been cleared, the Assistant Chief must pursue a cause for the failure. All causes must be included in the log item. The above failures must also be reported to the Transportation Supervisor on duty.

GI 6: REPORTING RULE VIOLATIONS

The Dispatcher must promptly notify the Assistant Chief of all alleged Operating Rule, Special Instruction or Air Brake and Train Handling Instructions violations. The Assistant Chief must promptly notify appropriate department supervision, who must arrange to obtain statements from those involved in the alleged violation as soon as possible.

The following actions must be taken following the report of an alleged Major violation.

1. Ensure the safety of all involved, preserve the site and have the train dispatcher apply blocking devices, when warranted, to protect employees and/or responders in the area.
2. Promptly notify the MTO on duty, Consolidated National Operations Center (CNOC) at ATS 734-2105 and the APD, if warranted at 1-800-331-0008.
3. Make a notation on the Unusual Occurrence page of the Division Log, indicating the name of the CNOC representative contacted.
4. If the violation involves a Dispatcher who cannot be immediately relieved, the Assistant Chief or Supervisor must stay with the Dispatcher to monitor all activities until the relief Dispatcher arrives.

NOTE- See TDM EO3 for emergency procedures handling all stop signal or rule violations involving moving equipment.

TDM Q: HOURS OF SERVICE LAWS

A. DISPATCHERS

Dispatchers must not relieve each other so early as to artificially create a violation of the Hours of Service Act. Relief should not be permitted more than 30 minutes in advance of assignment. Dispatchers must not pre-arrange to report for duty late. This too could create a violation of the Hours of Service Law.

B. HOURS OF SERVICE RECORDS: DISPATCHERS

To comply with Federal Regulations 49 CFR, part 228, ensure that the following information is added on the transfer record **and the information must indicate the exact times worked to the hour and minute:**

1. Number of consecutive hours off duty prior to going on duty. *Ie. (HH:MM)*
2. Beginning and ending times for hours of duty. *Ie. (HH:MM)*
3. Total time on duty *Ie. (HH:MM)*

Dispatchers coming on-duty: time begins at commencement of the turnover.

Dispatchers going off-duty: on-duty time ends at the conclusion of the turnover.

C. HOURS OF SERVICE LAW: TRAIN CREWS

If a dispatcher is notified by a train crew, they are short on time, they must notify the Assistant Chief.

The Assistant Chief must notify:

- CNOC
- The adjoining dispatching offices

Train Crews who have exceed the Hours of Service must not be ordered to move by the dispatcher until discussed with a Manager of Train Operations.

TDM R: REPORTING PROCEDURES FOR INJURIES OF AMTRAK EMPLOYEES

The policy for reporting injuries is as follows:

Employee injured will immediately arrange to notify their immediate supervisor.

Where medical treatment is required, it must always be attended to first. Whenever an employee is injured while on duty, or when off duty and still on company property, the employee's supervisor must be notified immediately so that an investigation of the circumstances can be made. If equipment or property are the cause of the injury, inspection and repairs must be arranged.

Assistant Chiefs are to notify the appropriate department's supervision of the incident.

CHAPTER 3 : RULES APPLICATIONS

The TDM rule number corresponds with the applicable NORAC rule number for these instructions.

TDM 72: INSPECTION OF MOVING TRAINS

A. FREIGHT TRAINS REPORTED WITH OPEN DOORS

In the application of NORAC Rule 72, freight trains reported with open doors must be stopped clear of interlockings. If the crew cannot close the doors, the train may be permitted to proceed, conditions permitting, to the next point where Car Inspectors are present. If the doors still cannot be closed, the car(s) must be set off. If an open door fouls an adjacent track, trains must be held clear of that track.

B. CETC HOT BOX ACTUATIONS

1. Emergency Alarms

CETC hot box detectors are equipped to provide an emergency level alarm, which will cause the related signal in the field to display Stop. Where hot box detectors do not have a related signal a “hot box icon” will appear on the display unit, but no signal will drop. In the event of an emergency level alarm actuation, the train involved must be stopped, and an examination of the journal must be made in compliance with SI 72-S3 or SI 72-S9.

In the event the same car of a train produces an emergency level alarm at 2 consecutive wayside servo hot box detectors, and no hot bearing or other defect which may have caused the alarm (i.e., sticking brakes) is found, train movement is governed by SI 72-S7.

2. Warning Alarms

CETC hot box detectors are also equipped to provide a warning level alarm. Warning level alarms will not cause signals in the field to display a Stop indication. The Dispatcher will take no action in response to a single warning alarm. In the event of two warning alarms in succession on the same axle and wheel, the train must be instructed to stop, and an examination made in compliance with SI 72-S3. When a train activates a warning level alarm at the last Hot Box Detector on a dispatching section, the Dispatcher must relay alarm information to the next CETC Dispatcher.

Hot box “differential” alarms (DIF) are prefaced with the word “WARNING”.

3. Non-consecutive Multiple Warning Alarms

When the same car of a train actuates **multiple warning alarms which are not consecutive**, each multiple warning alarm must be **regarded as though it were an emergency alarm**. The crew must be advised that they have actuated the hot box detector and instructed to stop and inspect the affected car(s). Do not confuse the crew with information regarding warning alarms. If no defects are found, the train may operate at Normal Speed. Each connecting dispatching desk must relay the

warning alarm information to the next Dispatcher until the train reaches its destination.

4. Consecutive Multiple Warning Alarms

When the same car of a train actuates a **third** consecutive warning alarm, the third warning alarm must be **regarded as though it were a second consecutive emergency level alarm**. The crew must be advised that they have actuated a second consecutive hot box detector, and instructed to operate in accordance with SI 72-S7.

5. Warning Alarm Immediately After an Emergency Alarm

When the same car of a train has a warning alarm immediately after an emergency alarm, the warning alarm must be regarded as though it were a second consecutive emergency level alarm. The crew must be advised that they have actuated a second consecutive hot box detector and instructed to stop and inspect the affected cars. If no defects are found, the crew must be instructed to operate in accordance with SI 72-S7.

C. ON-BOARD HOT JOURNAL BEARING DETECTION SYSTEM- HIGH SPEED TRAINSET & HHP-8 LOCOMOTIVES

Instructions for inspection and operation of HST's and HHP-8's that experience on-board hot journal actuations are located in Timetable Special Instructions 72-A3 and 72-A4, respectively.

D. DED ACTUATIONS

The procedure for dragger actuations is as follows:

1. Establish which train actuated the dragger.
2. Instruct the suspected train to come to a safe stop and examine the entire train.
3. Inform trains on adjacent tracks of the situation, and instruct them to sound their horn when approaching and passing the stopped train, when possible
4. If there is reason to believe that adjacent track(s) might be fouled (e.g., train struck debris prior to actuating the dragger) instruct trains to pass at Restricted Speed.

TDM 90: TRAIN DELAY UPDATES- COMMUNICATION TO TRAINS

When a train is stopped or is operating at less than the maximum authorized speed, the on-board train crew is required to make announcements to passengers regarding the delay. They must update this information every 15 minutes in accordance with Service Standards Manual instructions.

In order to assist train crews with this requirement:

Train Dispatchers controlling territory where trains are being delayed for reasons not related to a specific train must provide train crews with adequate information regarding the reasons for and / or expected duration of the delay. They must update this information every 15 minutes as practical. The Dispatcher may make an open radio broadcast when many trains are involved, and circumstances make it difficult or impossible to update each train individually.

TDM 104: HAND OPERATED SWITCH – OCCUPYING 261 TRACK

Dispatchers must take the following actions before authorizing a train to occupy the main track at a hand operated switch where a T.O.L. has locked the established direction of traffic in the direction opposite the intended move:

1. The track on which movement is to be made must be known to be clear of opposing movements.

2. The Dispatcher must ensure that blocking device protection is provided at location(s) where opposing movement(s) can be held.

TDM 132: BRIDGES

A. UNDERGRADE BRIDGE STRIKE NOTIFICATION AND REPORTING PROCEDURES

The following procedures are supplemental to Special Instruction 132-S1, which applies to the operation of trains over an undergrade bridge that has been struck by a vehicle or vessel.

1. When a report of an undergrade bridge strike is received, the Dispatcher must promptly notify the Assistant Chief.
2. Where PTC is in service it must be activated and enforced for compliance through the TSR software.
3. The Assistant Chief must promptly notify:
 - a. Trouble Desk or Engineering Supervisor
 - b. Amtrak Police
 - c. Coast Guard, if the bridge is over a waterway. The report should include name of vessel (if known), time of incident, brief description of damage, and whether channel appears to be blocked.
 - d. Consolidated National Operations Center (or MBTA Operations)
4. The Assistant Chief must compose a Division Log Item that includes:
 - a. Name and location of bridge
 - b. Time bridge strike was reported
 - c. Resultant train delays (train ID and minutes of delay)
 - d. Time bridge was OK'd for normal speed
 - e. Name of individual reporting bridge strike

B. MOVABLE BRIDGE INSTRUCTION FOR UNUSUAL CONDITIONS

If the following conditions are reported, Dispatchers must take the following actions if any unusual vibration, unusual or loud noise, resistance to swing or any other refusal to properly operate occur during movable bridge operation:

- Protect the affected track(s) immediately (hold).
- Notify the Trouble Desk.
- Maintain protection (hold) on the affected track(s) until bridge is inspected/repaired by a qualified employee.

This procedure must be followed even when it is possible to display a signal over the bridge.

C. MOVABLE BRIDGES: REMOVAL FROM SERVICE FOR RIVER TRAFFIC

To avoid Coast Guard violation notices and fines for the inability to open movable bridges to river traffic, Dispatchers must ensure that the Coast Guard is promptly notified:

1. Prior to the performance of vital maintenance on a movable bridge that cannot be delayed, or
2. When an emergency situation prevents a bridge from opening. Such emergency situations may include a signal power failure, damage to the bridge structure, or any other failure that would prevent a bridge from opening. Coast Guard notification must include the reason for the bridge failure, and an expected completion date and time for necessary repairs.

A log item must be prepared each time a movable bridge is removed from service for river traffic, and must include:

1. Who took the bridge out of service, and for what reason, and
2. Who at the Coast Guard was notified, and at what time.

A log item must also be prepared when the bridge is restored to service for river traffic, showing the time and date of such restoration, and who at the Coast Guard was notified of the restoration.

TDM 133: TRACK OUT OF SERVICE

A. ISSUANCE OF FORM D LINES 2, 3 OR 4

In the application of NORAC Rules 133 and 803, to remove a track from service for maintenance, or to provide for the movement of a track car, Dispatchers must issue (address) Form D Lines 2 & 3, or 4 to the Foreman or Track Car Driver, and to all Operators required to protect the track to be occupied. All blocking devices must be applied **before** the Form D is issued.

Exception:

Adjoining CETC Territory: It is not necessary for Dispatchers working in adjoining CETC territory to issue Form D Lines 2 & 3, or 4; however, all blocking devices required to protect the Form D must be applied prior to effective time.

Form D authorities must not overlap adjoining territories and must only be issued by the train dispatcher named by special instruction in charge of the track(s).

B. FOREMAN GOING OFF DUTY

Dispatchers must notify the Assistant Chief when an MW Foreman goes off duty or suspends track work without complying with Special Instruction 133-S3. The Assistant Chief must notify the Division Engineer.

TDM 138: MALFUNCTION OF HIGHWAY GRADE CROSSINGS DEVICES

Dispatchers must take the following immediate actions when they receive a report from any source that the automatic highway crossing warning devices at a crossing are not functioning properly:

1. Stop all trains approaching the crossing.
2. Apply blocking device protection to hold trains approaching the crossing, until assured that trains have a Form D Line 12.

3. Issue a Form D Line 12 to trains approaching the crossing in both directions. If no trains are due to operate over the crossing, the Dispatcher may use blocking devices to hold trains clear of the crossing instead of issuing Form D Line 12.
4. Record the following information on the unusual occurrence report:
 - a. The name of the person who notified the Dispatcher of the possible malfunction.
 - b. The time, date and location of the possible malfunction.
 - c. The type of malfunction (e.g., gates did not go down, lights did not flash, gates remained down, and lights continued to flash after train cleared circuit, gate broken, etc.).
5. Advise the C&S Trouble Desk of the reported crossing failure and request that a C&S employee be dispatched to the crossing to test operation of the automatic crossing warning devices. The Dispatcher must record on the train sheet the name of the C&S Trouble Desk employee notified.
6. Form D or hold on track must remain in effect until a C&S employee has tested the automatic crossing warning devices, completed any necessary repairs, and notified the Dispatcher that the automatic crossing warning devices are functioning properly

Although it is beneficial to have C&S and/or Police Department personnel stationed at the crossing to assist in protecting trains entering the crossing, this assistance does not relieve the Dispatcher from issuing Form D Line 12 to approaching trains. Until a C&S employee reports that the automatic warning devices are functioning properly, the Form D must remain in effect, and approaching trains must not enter the crossing until

1. The train has stopped, AND
2. Protection is being provided by on-ground personnel, AND THEN
3. Must not exceed 15 MPH until the leading end operates through the crossing.

Upon receipt of notification by C&S personnel that the crossing warning devices are functioning properly, the Dispatcher must:

1. Record on the unusual occurrences section of the train sheet, the name of the C&S employee who reported that the crossing protection is functioning properly, the time and date of notification, and the repairs that were made, if any.
2. Cancel the Form D or hold on the track.

CHAPTER 4 : FORM D & SPEED RESTRICTIONS / TSRB'S

TDM 162: MULTIPLE ADDRESS FORM D'S

When issuing Form D Lines 2, 4 or 6 with a multiple address, Dispatchers must ensure that all receiving Operators copy all addresses.

TDM 165: DELIVERY OF FORM D'S AND TSRB CHANGES AT DESIGNATED LOCATIONS

This instruction supplements SI 165-S1, which requires crews of trains at designated locations to inquire about Form D's and TSRB changes with designated Dispatchers or Operators prior to departure.

Responsibilities of Issuing Dispatcher

Dispatchers must take the following actions when issuing a Form D or TSRB change that will be delivered by another Dispatcher or Operator in accordance with SI 165-S1:

1. Apply blocking device protection to prevent trains without the Form D or TSRB change from entering the restricted track area. These blocking devices must remain applied until the Dispatcher has determined that all trains approaching the restriction have a copy of the Form D or TSRB change or will receive the Form D or TSRB change before arriving at the entrance to the restriction.
2. Provide the delivering Dispatcher and/or Operator with a copy of the Form D or TSRB change.
3. Obtain the identity of the first train to receive the Form D or TSRB change from the delivering Dispatcher and/or Operator and record this information in the Form D book.

Responsibilities of Delivering Dispatcher or Operator

Dispatchers and Operators named in SI 165-S1 must take the following actions when they receive a Form D or TSRB change:

1. Advise the issuing Dispatcher of the first train that will receive the Form D or TSRB change.
2. Ensure that crews receive all applicable Form D's and TSRB changes when they inquire about instructions.
3. Make a record of which trains have received each Form D and TSRB change.
4. Inform the issuing Dispatcher of the last train to receive the Form D when a Form D is cancelled.
5. Take the following actions when necessary to deliver a Form D or TSRB change to a train *after* the crew has inquired about instructions, but prior to departure:
 - a. Apply or order the application of blocking devices to prevent the train from leaving the designated location or entering Amtrak dispatched territory.
 - b. Deliver the Form D or TSRB change to the train.

- c. Confirm that the *Engineer* has received a copy of the Form D or TSRB change. This confirmation must be received before blocking devices referenced in item “a” above are removed.

TDM 168: ERRORS IN INFORMATION ADDED TO PREVIOUSLY ISSUED FORM D'S

If a Dispatcher makes an error in adding information to a previously issued Form D, the Dispatcher must:

1. Correctly recopy the Form D using the same Form D number.
2. *Void* the erroneous Form D copy.

If a receiving employee has added erroneous information to their copy of a Form D (regardless of whether it was the Dispatcher's error or the employee's), the Dispatcher must direct the receiving employee to:

1. Draw an "X" through their copy of the erroneous Form D.
2. Recopy the entire Form D correctly.
3. Repeat the recopied Form D to the Dispatcher, including the added information.

TDM 174: OPENING TEMPORARY BLOCK STATIONS

Whenever an Operator is assigned to work at hand-operated switches on a main track, Form D line 10 must be issued to open the location as a TBS to approaching trains in both directions.

When practical, the hours that a TBS is scheduled to be in service will be published by BO. The BO will require trains approaching the TBS during the hours that the TBS is scheduled to be in service, to receive a Form D indicating whether or not the TBS is in service before passing the last interlocking or controlled point prior to the TBS. If the TBS is in service, Form D line 10 must be issued. If the TBS is not in service, Form D line 13 must be issued in the following format: “TBS at [location] is NOT in service”.

Whenever possible, the Form D must be delivered to approaching trains at the last interlocking station prior to the TBS. If this is not possible, it must be delivered before the train passes the last interlocking prior to the TBS, or occupies the main track at a hand- operated switch between the last interlocking and the TBS.

If at the time the TBS is scheduled to go in service, there is an approaching train in the block between the last interlocking and the TBS, the train must be stopped so that the aforementioned Form D can be delivered. Such a stop is not required if the Form D is delivered in advance.

TDM 175: SPEED RESTRICTION/TSRB PROCEDURES

A. FRA REQUIREMENT FOR RESTRICTIONS TO BE IN WRITING

FRA radio regulations require that mandatory directives given by radio be issued in writing. The FRA defines a mandatory directive as any movement authority or speed restriction that affects a railroad operation. Any instructions issued by radio for a train or track car to operate at a specific speed, must therefore be issued by Form D or TSRB addition, unless otherwise prescribed by rule.

Where PTC is in service it must be activated and enforced for compliance through the TSR software.

B. SPEED RESTRICTIONS ISSUED ON ANOTHER DISPATCHING SECTION: DSPR'S TRANSFER RECORD

Dispatchers must note in their transfer record any speed restrictions affecting territory under their jurisdiction that are covered, in whole or in part, by a Form D or TSRB addition issued on another dispatching section.

Example:

Speed Restrictions Covered by Form D or TSRB on other sections: Form D No. A202 / 30 MPH No. 3 Track between MP 4.2 and MP 4.6.

C. PASSENGER EQUIPMENT NOT LISTED IN THE TIMETABLE

When equipment restricted to less than 110 MPH is to be handled in a passenger train, and such equipment is not listed in Timetable Special Instruction 37-S5 and speed and restrictions for the equipment are not listed on a train manifest or PNR (see SI 34-S4), a Form D, Line 13 must be issued to the train indicating the maximum authorized speed.

Example: "Car _____ may operate over the Northeast Corridor not exceeding ____ MPH."

D. PROTECTION OF TEMPORARY SPEED RESTRICTIONS

When a temporary speed restriction is placed in effect, Dispatchers must immediately apply blocking device protection and enter the restriction into the TSR Software so that PTC can be enforced for compliance. Blocking Devices must not be removed and trains must not operate through the restriction until the Train Dispatcher confirms the train crew received the addition to the TSRB or Form D.

1. Upon receipt of the Form D Line 1 or TSRB addition, the Train Movement Office responsible for its delivery will inform the originating Train Movement Office of the number of the **first train** to which the Form D or TSRB addition will be delivered. **The Dispatcher on whose section the restriction is in effect will maintain blocking protection until that train, and the next four in timetable order, have verified possession of the Form D or TSRB addition with that Train Dispatcher.**

If the first train reported to have been delivered the Form D or TSRB addition overtakes another train on the same division train movement territory before entering the division train movement territory which issued the Form D or TSRB addition, the delivering Train Movement Office will be responsible to inform the originating Train Movement Office of that fact, or to furnish the delayed train with either a copy of the Form D or a TSRB addition.

E. CURRENT TSRB CANNOT BE DELIVERED AT INITIAL TERMINAL

When the current TSRB cannot be delivered to a train at its initial terminal, the Dispatcher must either:

1. Issue a Form D to the train to cover any temporary speed restrictions in effect on any in-service track over which the train could be routed,

Or

2. Instruct the crew to use the TSRB from the previous day, if available, then add and/or cancel restrictions on the TSRB to make it current.

If there are no temporary speed restrictions in effect between the train's initial terminal and the next location where the current TSRB can be delivered to the train, the train may be permitted to operate to that location without the aforementioned Form D or TSRB update. The Dispatcher must apply blocking devices at the location where the TSRB will be delivered and must keep them applied until the Engineer acknowledges receipt of the TSRB.

F. CLASS 8 TRACK UNUSED FOR 8 HOURS: SPEED RESTRICTION

Following a disruption in service, schedule change or train delay that renders no service on a particular class 8 track (maximum authorized speed greater than 125 m.p.h.) for a period of more than 8 hours, a train shall be operated not exceeding 100 m.p.h on that particular track before the resumption of the maximum authorized speed.

Note: This restriction is required by Federal regulation 49 CFR 213.365(f).

G. SPEED RESTRICTIONS DERIVED FROM AUTONOMOUS REMOTE MONITORING SYSTEMS (ARMS) ON HIGH SPEED TRAINSET'S (HST)

The Engineering Department has equipped certain HST's with an Autonomous Remote Monitoring System (ARMS), as required by FRA Track Safety Standards (49 CFR 213.333) for train operation above 125 MPH. The ARMS is intended to pinpoint track defects and HST mechanical defects which result in ride quality that is harsh enough to warrant a speed restriction. ARMS does this by measuring car body and truck accelerations and transmits data regarding excessive accelerations to a central computer that is monitored by the Engineering Department.

An ARMS Duty Officer (Engineering Dept.) is automatically paged when an HST acceleration exception is detected by ARMS. The Duty Officer will analyze the ARMS data to determine whether the excessive acceleration was caused by a track or equipment defect. Once the cause is determined, the appropriate Dispatching office(s) will be contacted to either place a track speed restriction in effect or place a speed restriction on the specific HST equipment involved.

Track Based Speed Restrictions:

Track speed restrictions that result from an ARMS hit must be issued by TSRB addition or Form D to all affected trains. However, speed restrictions that are 125 MPH or greater need only be issued to HST's.

Track speed restrictions will also be forwarded by the ARMS Duty Officer to the appropriate Assistant Division Engineer so that the alleged track defect can be inspected and remedial action taken if necessary. Once the track location involved is cleared for normal operation, the Assistant Division Engineer's office will contact the Division's Dispatching office to remove the restriction.

Equipment Based Speed Restrictions:

Equipment based speed restrictions that result from an ARMS hit will be associated with a specific HST. Therefore, the ARMS Duty Officer must communicate this type of speed restriction to all three Dispatching offices. A TSRB addition or Form D must be used to deliver the speed restriction to all movements of the specified HST equipment.

Equipment based speed restrictions will also be forwarded by the ARMS Duty Officer to the Managers at each High-Speed Rail Facility (Washington, New York, Boston). Once the involved HST equipment arrives at a High-Speed Rail Facility, it will be inspected and repaired as necessary. Once the HST involved has been cleared for normal operation, the Manager of the High-Speed Rail Facility where the inspection and/or repair took place will be responsible for contacting each Division's Dispatching office to remove the restriction.

H. ENTERING TSRs INTO PTC

ALL TSRs MUST BE ENTERED INTO THE PROPER PTC SYSTEM. Train Dispatchers must verify that TSR entries are complete, correct and shown in the proper system(s) before operating trains into the affected area. TSR's may only be cancelled upon proper authority.

I. TRACK SURFACING "30 MPH/24 HOUR/12 TRAIN" SPEED RESTRICTIONS

When an MW employee places a 30 MPH speed restriction on a track after surfacing, the restriction must remain in effect until 24 hours have elapsed and 12 trains have operated over the restriction, unless otherwise specified by the MW employee. After the 24-hour period, an MW employee may remove the restriction only after ensuring that enough tonnage has operated over the track.

The MW Department must be notified promptly once 12 trains have operated over the speed restriction. Such restrictions must not be permitted to remain in effect beyond the 24 hour/12 train limit unless required by the MW Department. Assistant Chiefs must keep track of 24 hour/12 train surfacing speed restrictions, and contact the appropriate Transportation and MW Department Supervisors if the restriction is not removed in a timely fashion.

Dispatchers must dispatch as much tonnage as practicable over these restrictions, including passenger trains, when the delay would be equal to or less than that caused by a diversion. Freight trains must not be diverted around these restrictions without good justification.

TDM 177: FORM D CANCELLATIONS

A. CANCELLING ELECTRONICALLY TRANSMITTED FORM D'S

When cancelling an electronically transmitted Form D issued with a blanket address to locations where Operators are not on duty to copy the cancellation information, the Assistant Chief will electronically transmit the cancelled Form D to the designated locations (i.e., T&E Crew Room, Passenger Services, NS, Conrail, SEPTA, etc.), then call each location to verify receipt of the cancelled Form D. The person who confirms receipt of the cancellation will be responsible for removing and destroying copies of the original Form D.

B. FORM D BOOKLETS

Form D booklets, when completed, are to be turned over to the Assistant Chief or MTO, who will arrange for storage

C. FORM D USED TO CANCEL PART OF TSRB

When a Form D is used to cancel part of a TSRB, the Form D must include the effective date of the TSRB.

Example: That part of Wilmington Dispatching Office TSRB effective 10/1/17 referring to PW restriction on No. 3 track MP 119 to MP 120 of 30 MPH is cancelled.

CHAPTER 5 : SIGNAL RULES (ABS, DCS, & CAB SIGNALS)

TDM 406: SUBSTITUTING DCS RULES FOR ABS RULES

In the event of a signal system failure, and before DCS rules are implemented, one train must operate through the affected area to determine that the track is not obstructed. DCS rules can only be substituted for ABS rules when authorized by the MTO.

TDM 554: CAB SIGNAL FAILURES: APPARATUS FAILURES

In the application of NORAC Rule 554, when Cab Signal System apparatus has failed en-route, and the cause has been determined and repairs completed by mechanical, it will not be necessary to cut off the engine, provided it has been retested and found to be functioning properly.

When these requirements are met, permission to resume operation at normal speed with Cab Signal System apparatus in service may be authorized.

TDM 555: FALSE PROCEEDS, FAILURES AND FLIPS

A. FALSE PROCEED FIXED SIGNAL ASPECTS

A "false proceed" fixed signal aspect is defined as a fixed signal aspect that fails to provide proper protection for an occupied block or allows a train to approach the next fixed signal at a speed greater than what is required at that signal.

Examples of false proceed fixed signal aspects:

- *Any fixed signal aspect that is more favorable than Stop Signal, Stop and Proceed, or Restricting when the block ahead is occupied.*
- *Clear on a fixed signal prior to a fixed signal that requires Limited Speed, Medium Speed or Slow Speed at that signal (e.g., Limited Clear, Medium Clear, Medium Approach, Slow Approach, Slow Clear).*
- *Any signal that is more favorable than Approach, when the next signal is a Stop Signal, Stop and Proceed, or Restricting Signal.*

NOTE: The signal is not a false proceed if the Stop Signal, Stop and Proceed or Restricting signal was caused by a TOL that occurred after the train passed the previous signal.

Dispatchers must immediately take the following actions whenever they receive a report of an alleged "false proceed" fixed signal aspect.

1. If the false proceed aspect was displayed on an ABS signal, issue a Form D line 13 to all affected trains in the following format:

"ABS signal 12.5 on Track 2 must be regarded as a Stop and Proceed signal regardless of aspect displayed."

NOTE: If the ABS signal does not have a number plate, the line 13 must specify the location and must instruct trains to regard the signal as a "Stop Signal".

Verbal permission in accordance with Rule 241 must be given to authorize trains to pass the signal.

2. If the false proceed aspect was displayed on an interlocking or CP signal, restore the signal to Stop position, and place a blocking device on the signal control mechanism. Verbal permission in accordance with Rule 241 must be given to authorize trains to pass the signal. If the signal aspect cannot be restored to Stop position, issue a Form D line 13 to all affected trains in the following format:

"Interlocking signal governing eastward movements on Track 2 at Madison must be regarded as a Stop Signal regardless of aspect displayed"

If there is more than one interlocking or CP signal in the same direction on the affected track, the Form D must clearly state which signal is to be regarded as a Stop Signal.

3. Notify the C&S Trouble Desk and ensure that the Assistant Division Engineer C&S or their representative is informed.
4. In all cases, the protection must be maintained until its removal has been authorized by qualified C&S supervision.

B. FALSE PROCEED CAB SIGNAL ASPECTS

A "false proceed" cab signal aspect is defined as a cab signal aspect that fails to provide proper protection for an occupied block, or allows a train to approach the next fixed signal at a speed greater than what is required at that signal.

Examples of false proceed cab signal aspects in territory where cab signal system rules are used with fixed signals:

- *Any cab signal that is more favorable than Restricting when the block is occupied.*
- *A Clear cab signal when the train is approaching a fixed signal that requires Limited Speed, Medium Speed or Slow Speed at that signal (e.g., Limited Clear, Medium Clear, Medium Approach, Slow Approach, Slow Clear)*
- *Any cab signal aspect that is more favorable than Approach, when the next fixed signal is a Stop Signal, Stop and Proceed, or Restricting Signal.*

NOTE: The signal is not a false proceed if the Stop Signal, Stop and Proceed or Restricting signal was caused by a TOL that occurred after the train passed the previous signal.

Examples of alleged false proceed aspects in territory where cab signal system rules are used without fixed signals:

- *Any cab signal aspect more favorable than Restricting when a train is within 1,000 feet of another train or a fixed signal displaying Stop Signal, Stop and Proceed, or Restricting.*

- *A Clear cab signal when the train is approaching a fixed signal that requires Limited Speed, Medium Speed or Slow Speed at that signal (e.g., Limited Clear, Medium Clear, Medium Approach, Slow Approach, Slow Clear)*

C. FALSE PROCEED CAB SIGNAL ASPECTS IN CSS TERRITORY WITH FIXED SIGNALS

When an alleged false proceed cab signal aspect is reported in territory where cab signal system rules are used with fixed signals, the Dispatcher must immediately take the following actions:

1. Instruct the Engineer of the train with the reported false proceed to treat the anomaly as a cab signal failure, in accordance with the "system fault" provision of Rule 555. The train may then be authorized to operate under Rule 556.
2. Notify the C&S Trouble Desk, the Assistant Division Engineer C&S or their representative, and Mechanical Department management of the exact nature of the failure (engine number, location(s), wayside and cab signal aspects, etc.).
3. Issue Form D line 11 to other trains that will use the affected track, suspending cab signal system rules for the block(s) where the reported failure occurred. This Form D must be issued to affected trains until the involved signal circuits have been tested and returned to normal service by the C&S Department.
4. Instruct Transportation management to obtain a written statement from the Engineer at the end of their run, download and analyze the engine's event recorder data, and provide C&S and Mechanical Department management with a copy of the Engineer's statement and the event recorder data for the entire trip. If possible, C&S management should assist Transportation management in their interview of the Engineer.

D. FALSE PROCEED CAB SIGNAL ASPECTS IN CSS TERRITORY WITHOUT FIXED SIGNALS

When an alleged false proceed cab signal aspect is reported in territory where cab signal system rules are used without fixed signals (Rule 562 territory), the Dispatcher must immediately take the following actions:

1. Instruct the Engineer of the train with the reported false proceed to treat the anomaly as a cab signal failure, in accordance with the "system fault" provision of Rule 555. The Engineer should be reminded to operate at Restricted Speed in accordance with Rule 562(c), until "Clear to Next Interlocking" signal or Form D line 13 authorizing Rule 563 is received
2. Notify the C&S Trouble Desk, the Assistant Division Engineer C&S or their representative, and Mechanical Department management of the exact nature of the failure (engine number, location(s), wayside and cab signal aspects, etc.).
3. Issue one of the following two Form D's to all trains that will use the affected track, whichever Form D is more efficient:

- a) Form D line 6 substituting non-signaled DCS rules for ABS rules on the affected track between the two adjacent interlockings, or
 - b) Form D line 13 instructing all trains to operate at Restricted Speed on the affected track between the two adjacent interlockings.
4. Instruct Transportation management to obtain a written statement from the Engineer, download and analyze the engine's event recorder data, and provide C&S and Mechanical Department management with a copy of the Engineer's statement and the event recorder data for the entire trip. If possible, C&S management should assist Transportation management in their interview of the Engineer.

E. REPORTING OF FLIPS, FAILURES, NON-CONFORMITIES, ETC.

All flips, failures, non-conformities and other unusual occurrences of cab signal or PTC system apparatus' must be reported to the C&S and Mechanical Departments for follow-up investigation. The Trouble Desk notification log is to be used for this purpose.

CHAPTER 6 : INTERLOCKING RULES

TDM 609: SIGNAL DROPS TO STOP IN FACE OF TRAIN

The following procedures will apply when a signal drops to Stop in the face of an approaching train, and the train passes the Stop Signal before it stops:

1. If the train's cab signal conformed to the Stop Signal by displaying Restricting as the train passed the Stop Signal, the train may be instructed to proceed governed by cab signal indication.
2. If the train's cab signal failed to conform to the Stop Signal as the train passed the Stop Signal, the train must be instructed to proceed at Restricted Speed to the next fixed signal.
3. Trouble Desk and Field Transportation Supervision should be notified and the Engineer interviewed.
4. Operators involved should be thoroughly interviewed.
5. A Log item must be made to document the occurrence.

TDM 612: REVERSE MOVEMENTS WITHIN INTERLOCKINGS

A. AUTHORIZING REVERSE MOVEMENTS

In the application of NORAC Rule 612, the Dispatcher or Operator must give permission for each individual reverse movement within the limits of an interlocking, before such movement is made.

B. BACK UP MOVES AT INTERLOCKINGS

Dispatchers will be governed by the following procedures when it is necessary to authorize a train to back up clear of an interlocking onto a track between interlockings that is already occupied by an opposing train:

1. Instruct the opposing train to stop and report its head end location.
2. Determine if there is sufficient room between the opposing train and the interlocking for the misrouted train to clear the interlocking. If more space is needed, instruct the opposing train to flag back **within the block** the extra distance required. If it is necessary for the opposing train to re-enter a block, Rule 502 will apply.
3. Once it is determined there is sufficient space, the opposing train must be tied down as follows:
 - a) If the misrouted train has completely cleared the block it must back into, the opposing train must be instructed by Form D line 13 to remain where it is standing.
 - b) If the rear portion of the misrouted train is in still occupying the block it must back into, the opposing train may be verbally instructed to remain where it is standing.
4. Before authorizing the misrouted train to begin its reverse movement, instruct the crew to have a crew member precede the movement until the train is clear of interlocking limits.
5. Once flagging instructions have been conveyed, interlocking signal or Rule 241 permission may be given if movement to pass an interlocking signal is required.
6. Once the misrouted train has cleared the interlocking and stopped behind the home signal, cancel the Form D or verbal tie down instructions to the opposing train.

CHAPTER 7 : ELECTRONIC DEVICES

TDM 716: Use of Electronic Devices

A. Personal Electronic Devices (CETC and Block Stations)

Personal electronic devices (including cell phones, or their accessories), are not permitted within the CETC Dispatching office or Operating Tower unless powered OFF before entering and then stowed in company-provided lockers (or another location designated by management) before coming on-duty. Personal devices must be powered OFF and stowed away while the employee is on-duty with a transfer in effect and may not be stowed at the employee's desk area. Train Movement Office Employees observed with personal electronic devices that are not stowed away and who have a signed transfer in effect, will be in violation of this instruction. Any such violation may lead to formal discipline, up to or including termination of employment.

Note: This policy does not supersede NORAC Rule 716 and other applicable Amtrak Policies and Instructions as it is supplemental and relates specifically to Movement Office employees.

B. Office Desk Phones (CETC and Block Stations)

While on duty, Train Dispatchers, Power Directors and other Movement Office personnel, must devote themselves entirely to requirements of their job and therefore, may not place or accept personal telephone calls while safety-sensitive operations (e.g. workers and employees under their protection, during service disruptions, Plate Orders, Foul Time, Form D's, Clearances etc.) are being executed under their charge.

CHAPTER 8 : MW AND TC MOVEMENTS,

TDM 133/803: TRACK OUT OF SERVICE/LINE 2 & 3 AUTHORIZATION

A. TIMELY RECEIPT OF SPEED RESTRICTITONS

Foremen asking to remove a track from service for maintenance must be advised that any speed restrictions imposed by them on the track involved must be received by 3:00 AM to avoid delay in issuing TSRB's and Form D's to all affected locations. Failure to comply with this directive must be reported to the Chief for handling.

B. WEED SPRAYER: AUTHORIZATION TO WORK

A Form D Line 4 taking the track out-of-service is not required for the weed sprayer to work (spray) in ABS and DCS territory. It may spray while operating with a Line 2 and 3 movement authority. It may work in an interlocking governed by interlocking rules.

C. SLIPPERY RAIL DUE TO WEED SPRAYER

Dispatchers must arrange to provide advance notification to the Engineers of the first three (3) trains that will operate over a track where the weed sprayer has operated. These instructions may be given verbally.

D. SPERRY RAIL SERVICE: TESTING POLICY

A Form D Line 4, taking the track out-of-service is not required for the Sperry Rail Car to test in ABS and DCS territory. It may test while operating with a Line 2 and 3 movement authority. It may test in an interlocking governed by interlocking rules.

E. Issuing Form D Authority Involving Intermediate Interlockings

When issuing a Form D Line 2 & 3 for TC movements or a Form D Line 4 or 13 removing tracks from service involving intermediate interlockings, Train Dispatchers must apply blocking protection in the following manner:

1. Blocking Protection:

- a. Interlocking track blocks (Vital Field Blocking) when available must be used in lieu of switch and signal blocks. (Switches must be properly lined prior to blocking device application.)
OR

- b. All intermediate interlocking signals within the affected area must be put to stop and blocking devices must be applied to prevent the display of the signals.

Exception: Signals that do not lead to ABS or DCS may be displayed for TC's that are operating under Form D line 2 and 3.

- c. All switches that will protect Track Car movements or the Out-of-Service track must be placed in the required position and blocking devices applied.
- d. All other interlocking appliances must be blocked, when applicable (movable bridges, derails)
- e. If available Apply the Permission Past Stop Signal feature found in the operating system to all interlocking signals in which Rule 241 will be issued or named in Line 3 "TC proceed past Stop Signal(s) at".
- f. When Line 3 "TC proceed past stop signal" is used all intermediate interlockings must be named consecutively between the points specified on the line 2.

2. Form D Line 4 - Bridge Drawtenders

- a. When Line 4 includes a movable bridge, the dispatcher must ensure that drawtenders are aware that the bridge must not be opened without permission of the employee listed in Line 4.

TDM 805: Track Car Following Other Movements

When Form D line 3 is issued for a TC to follow a train, Form D line 2 limits may not exceed the next interlocking for the direction of movement.

CHAPTER 9 : DISPATCHER'S RESPONSIBILITIES

TDM 902: TRAIN DISPATCHERS RESPONSIBILITIES

A. WHEN POSTING DISPATCHERS

Dispatchers are responsible for the proper supervision of posting dispatchers (Posters) who are assigned to qualify with them during their tour of duty. Dispatchers must not leave Posters alone without giving them specific instructions on the activities they can and cannot perform while the qualified Dispatcher is not present. Dispatchers should base such limitations on their perception of the Poster's level of experience and competence. Dispatcher's qualifying on their first section must not be permitted to issue written instructions, grant foul time, or authorize the removal of blocking devices unless the qualified Dispatcher is there to directly supervise the activity.

B. EMERGENCY RECORD OF TRAIN MOVEMENT

Train Dispatchers must use Emergency Record of Train Movement Sheets to record passing times of all affected interlockings when the CETC System is failing to track train movements. The affected area will include the interlockings at both ends prior to the outage. Engineers must be instructed to report arrival or passing times of all interlockings.

TDM 903: ASSUMING DUTY

Before assuming duty, Dispatchers must read and familiarize themselves with any new notices and directives in effect, movement of trains, on track equipment, workforces and the reason for any blocking devices applied on their section.

TDM 905: BLOCKING

A. CETC BLOCKING - FOREIGN RAILROADS AND DIVISIONS

When blocking device protection is required from an employee of another division or railroad, and the dispatcher will not be receiving an office indication that such blocking devices are applied, the dispatcher must call the affected operator or dispatcher, request the appropriate application of blocking, and then record the track number, location, direction, time that the blocking is applied or removed, and the individual's name.

Examples of record:

Block applied No. 3 trk West @ Morris - 10pm - Smith

Block removed No. 3 trk West @ Morris - 5am - Smith

B. CETC BLOCKING UNAVAILABLE

Form D Line 13 must be issued to hold affected trains when CETC blocking is required, but not possible, because of a failure of the CETC system. For example: Before Rule 241 is authorized, Form D line 13 must be issued to opposing trains to advise them not to operate on the affected track until the train receiving Rule 241 has cleared the block, e.g. "Do not operate on No. 3 track between Davis and Ragan". Form D line 13 must be delivered to opposing trains before they pass the last interlocking before the holding point.

TDM 922: RECEIVING REPORTS OF PASSING TRAINS FROM OPERATORS

In the application of Rule 922, Dispatchers must ensure that Operators under their jurisdiction promptly report the passage of trains by their reporting locations. Dispatchers must promptly enter reported information on the Train Sheet unless the trains are automatically tracked and reported through electronic means.

TDM 923: WEATHER RELATED ISSUES

A. FREIGHT TRAIN LIMITS IN COLD WEATHER

The following freight train limits are in effect during periods of extreme cold:

<u>Temperature</u>	<u>Train Length</u> (in feet)
15° to 19°	7500
10° to 14°	7000
5° to 9°	6500
0° to 4°	6000
-1° to -5°	5500
-6° to -10°	5000
-11° to -15°	4500
-16° to -25°	4000

B. SWITCH HEATERS

The Engineering Department, when warranted, will authorize switch heaters that are under the control of an operator or dispatcher to be energized. Authorization will be given only when it is precipitating, i.e., snow, sleet or freezing rain. Once turned on, a notation must be made on the Train Sheet and on the transfer record. In addition, the Assistant Chief must make a notation on the "trouble sheet" after notifying the Division Engineer, C&S Trouble Desk, and Power Director, indicating the place, time and reason. It will be the responsibility of the Division Engineer to extinguish the heaters when necessary.

CHAPTER 10 : TRAIN EMERGENCIES AND OCCURANCES

EO1: TRAIN STRIKING DEBRIS

Take the following actions if a crew reports that their train struck debris or sustained damage to its train line, air hose, brake pipe, etc.:

1. Ascertain the kind of debris struck, if possible.
2. Notify the Police Department and Trouble Desk (MW Department).
3. Advise all approaching trains of the situation.
4. Follow-up with Police and Trouble Desk of debris found, if any.

Prepare a complete log item including all of the above information, and results of your follow-up.

EO2: TRESPASSER STRIKES / FATALITIES

When a train strikes a trespasser, or believes that a trespasser may have been struck, the following procedure will apply regardless as to the severity of the injury:

1. The train must be promptly stopped, and the precise location of the strike and location of the train must be reported.
2. The Assistant Chief Dispatcher will notify the Amtrak Police, General Superintendent, Superintendent Operations, Assistant Superintendent Road Operations, Road Foreman on duty, Passenger Services Manager, Division Engineer, C&S Trouble Desk, and CNOC.
3. The Conductor is in charge until an Incident Commander (Amtrak Manager) arrives at the scene. The train must be inspected by a crew member. Additionally, other crew members should be dispatched to the impact area, if operationally feasible and safe to do so, to render assistance, if required, to the injured. A crew member from another passing train may be used to drop off at the impact area if it would be more expeditious to do so.
4. The train and the locomotive engineer must not be released from the scene until authorized by either the Amtrak Police Department or local officials such as the Police Department or Coroner's Office.
5. If the crew reports that the body or body parts are fouling other tracks other than the track that the incident train is occupying, a hold must be placed on affected tracks until released by the APD or local police.
6. Tracks that are reported being clear may be operated on unless use of same is prohibited by police or Amtrak supervision in the field. When possible, Engineering Department gang watchmen will be dispatched to provide emergency responders additional protection.
7. A transfer of passengers off the incident train should be made as soon as possible as long as it is safe to do so and operationally feasible.
8. Once the incident train has been released by the police it should not be dispatched from the scene unless:
 - a. Supervision in the field has interviewed the locomotive engineer and reported that the engineer is capable of operating the train.

OR

- b. A relief locomotive engineer has been assigned to the train.

9. A division log item must be entered noting all relevant information and parties contacted. The Amtrak Police notification must include the time of notification as well as the officer notified.

EO3: STOP SIGNAL VIOLATIONS

Whenever it becomes known or suspected that there has been a Stop Signal violation, arrangements must be made to promptly stop the equipment. Thereafter, the equipment not be moved until:

1. Supervision has arrived at the scene and is in control of the situation,
or
2. Supervision has been fully apprised of the situation and existing conditions, and specifically authorizes the movement.

If another railroad's train passes a Stop Signal, the train can be released after an Amtrak or home railroad supervisor arrives and takes control of the situation.

EO4: TRAIN PARTING

Operating on Affected Track Subsequent To Train Parting

When a train parting has occurred, and it becomes necessary to operate trains over the affected track(s) before MW personnel can perform an inspection, the Train Dispatcher must follow these procedures:

1. Issue a Form D, or a TSRB addition, to the first train operating over the track(s) where the train parting occurred, requiring movement at Restricted Speed through the affected area.
2. If the first train operating over the track where the train parting occurred reports nothing unusual, subsequent trains may be authorized to operate through the area not exceeding 30 MPH, until MW personnel have inspected the track. Where PTC is in service it must be activated and enforced for these speeds for compliance through TSR software.

Exception: *If any run-in contact occurs between the parted sections of the train (i.e., the rear section runs into the front section), a hold must be placed on the track until MW personnel have inspected the track.*

EO5: TRACTION MOTOR FIRES

When a locomotive is reported with traction motor problems related to a fire, the engine must be cut off. If there has been a traction motor fire, there is a strong possibility that the traction motor has "bird nested" which could result in a locked wheel. After a wheel has locked up, the locomotive must be set out.

The procedure for handling a locomotive that has been reported with a traction motor fire is as follows:

1. Cut the engine off and couple the protect.
2. If no protect engine is available and the possibility of annulling the train exists, then it will become necessary to visually check the motor to ensure no bird's nest exists. This is done through the traction motor inspection cover.

NOTE: A good indication that the motor is bird-nested is when the string banding that laces the motor windings above the commutator has come apart and the windings are expanded away from the shaft.

EO6: EN ROUTE EQUIPMENT DAMAGE

All Movement Offices are required to advise the end point division of damage sustained to equipment on their division. This assumes that no intermediate attention is required. If intermediate attention is required, they must notify the end point division and the division office at the first point where assistance could be provided.

EO7: HAZARDOUS MATERIALS

A. PROCEDURES FOR EXPOSURES

When an incident involving hazardous materials occurs, the Division Environmental Manager and the on-duty Transportation Supervisor must be advised immediately, assume responsibility for railroad operations, coordinate with government agencies, and provide assistance and support as required.

The Transportation Supervisor will have overall authority at the scene for all decisions affecting railroad operations. The Division Environmental Manager will coordinate with outside agencies and will advise and assist the Division Environmental Analyst. The Division Environmental Manager will also provide written notification to the necessary Federal and State agencies, and Corporate Environmental Control Staff, using the Pollution Incident Report Form.

Corporate Safety and Environmental Control will provide additional technical support and back up as needed.

The following employees will be issued a copy of the Hazardous Materials Instructions used by NS, CSX and Conrail, and the DOT Emergency Response Guide, and shall keep their copy up- to-date copy and available while on duty:

1. Dispatchers and Assistant Chiefs
2. Transportation Managers and Supervisors
3. Amtrak Police Supervisors
4. Division Environmental Manager
5. Division Field Environmental Specialist

In the event of a derailment, fire, leakage, or other accident involving the potential or actual release of a hazardous material, (except for PCB spills which are covered by a separate instruction), the Chief or Assistant Chief must ascertain by the fastest available means:

1. Car initial(s) and numbers
2. Location in train
3. Type of placard(s) applied
4. Name of substance(s) involved

Decisions regarding train movements through an area where a hazardous material problem exists, whether potential or actual, must initially be based, until such time as contact is made with supervision or other authority at the scene, on information provided by crew members or other employees, and must take into account the extent of the problem, the substance involved, and local conditions at the scene. As always, safety must be the first and foremost consideration.

Initial notification by the Chief or Assistant Chief will be as follows:

1. Division Superintendent of Operations
2. Division Environmental Analyst
3. Division Environmental Manager
4. Amtrak Police (who will notify local fire and police units)
5. Chemtrec – Be prepared to provide the following:
 - a. Your name, position and phone number
 - b. Nature and location of the problem
 - c. Name of substance involved*
 - d. Shipper or manufacturer
 - e. Type of Car
 - f. Carrier name
 - g. Consignee
 - h. Local Conditions
6. Bureau of Explosives – District Inspector and Washington Office
7. Amtrak Operations Office
8. Federal DOT
9. State PUC or DOT as required
10. State EPA
11. National Response Center (800-424-8802) or (202-267-2675 in Washington, DC)

Chemtrec will be able to advise on the initial precautions to be taken. They will also arrange to notify and dispatch a representative of the shipper where required.

To further assist you in responding in an efficient and proper manner to Hazardous Material Incidents, refer to the Emergency Response Guidebook for Hazardous Material issued by the Department of Transportation. Note the importance of the "Guide Numbers" and "ID Numbers", since these are to be matched with the numbers used on the train consists and hazardous material messages.

The following are phone numbers of various agencies to be notified in the event of hazardous material incidents:

All Subdivisions:

Chemtrec — (800) 424-9300

Bureau of Explosives — (202) 639-2222

Northeast Division - Boston Train Dispatching Office:

New England EPA — (617) 918-1111

Connecticut State EPA — (860) 424-3000
Connecticut DOT — (860) 594-2650
Rhode Island State EPA — (401) 222-6800
Rhode Island Division of Water Resources — (401) 222-3961
Rhode Island PUC — (401) 941-4500
Massachusetts State EPA — (413) 784-1100 (day) or (617) 292-5500 (nights & holidays)

Northeast Division - New York Train Dispatching Office:

New York State Dept of Environmental Conservation:
(800) 457-7362 (Outside New York) (518) 457-7362 (Inside New York) New York DOT — (212) 442-7070
New Jersey State EPA — (609) 292-5560 (day) *or* (609) 292-7172 (nights & holidays)
Pennsylvania State DEP — (800) 541-2050
Pennsylvania PUC — (717) 783-1740

Southeast Division- Wilmington Train Dispatch Office:

Pennsylvania State DEP — (800) 541-2050
Pennsylvania PUC — (717) 783-1740
New Jersey State EPA — (877) 251-4575 *or* (609) 984-3816
Delaware State Dept. of Natural Resources — (302) 739-5072
Maryland Dept. of Environment — (410) 537-3000
Maryland Dept. of Labor & Industry — (410) 767-2241

B. Polychlorinated Biphenyl's (PCB) Spills

Notification of spills must include the following:

1. Appropriate Division Superintendent of Operations, Division Engineer, Division Environmental Manager, Manager Maintenance Facility.
2. Appropriate Public Utility Commission of state involved.
3. National Response Center.
4. Federal EPA.
5. State EPA.
6. Federal Railroad Administration.
7. If commuter equipment is involved, notify the appropriate Commuter agency.

EO8: BOMB THREATS/CONFIRMED DETONATIONS OF AN EXPLOSIVE DEVICE

A. Bomb Threats

The following guidelines and procedures have been established to assist the Amtrak Police and other employees when responding to a bomb threat involving Amtrak's "right of way," an Amtrak train, a station or facility. The term "bomb threat" shall include threats or notice that an incendiary or explosive device has been or may be placed on Amtrak's "right of way," on a train, in a station or facility.

1. Dispatchers having received notification of a bomb threat from a train crew must notify the Assistant Chief Dispatcher.
 - b. The Assistant Chief will notify the Amtrak police, the Division Road Foreman, the Road Foreman on duty, and the Consolidated National Operations Center.
 - c. The Dispatcher will follow the instructions of the Amtrak police and relay information between the train crew and the police, if necessary.
2. Dispatchers receiving direct bomb threats via telephone should:
 - a. Attempt to get the Assistant Chief or another Dispatcher to listen in on the conversation.
 - b. Write down as much of the conversation as possible.
 - c. Try to get the caller to be as specific as possible.
 - d. Listen carefully to:
 1. Try to detect any background noises that may help identify the location of the caller.
 2. Try to determine any distinguishing characteristics about the caller's voice or accent.
 - e. Notify the train crew if a train is involved using the appropriate code.
 - f. Notify the Amtrak Police, the Division Road Foreman, the Road Foreman on duty, and the Consolidated National Operations Center.
3. Dispatchers receiving bomb threat information involving a train from the Amtrak police, will notify the train crew govern by the instructions of the police.

B. Confirmed Detonation of an Explosive Device

When an NEC Dispatching Office receives confirmation of detonation of an explosive device:

1. The CETC Dispatcher will notify the CETC Assistant Chief Dispatcher.
2. The Assistant Chief Dispatcher will instruct all Dispatchers to instruct trains to come to a safe stop, clear of tunnels, bridges and rail stations¹ (when practicable).
3. The CETC Assistant Chief Dispatcher will then contact the other NEC dispatching offices, the National Communications Center, the Consolidated National Operations Center (CNOC), and connecting foreign carriers. S-42
4. The National Communications Center will notify the proper 9-1-1 center to have help respond. CNOC will advise the Dispatching Office as to if and where to evacuate other trains. 1 It is permissible to stop trains in areas adjacent to open/unsheltered commuter platform areas

Tips and questions endorsed by Amtrak Police:

- Pretend difficulty hearing to keep the caller talking.
- Record the exact wording of the threat.
- Listen and take note of background noises, tone of voice ect.

If the caller seems agreeable to further conversation, ask questions such as:

- When is the bomb going to explode?

- Which building (train is it on) is it in?
- Where is the bomb right now?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- What is your address?
- What is your name?

EO9: TRESPASSER ON OR NEAR THE TRACK

Dispatchers must take the following actions when responding to a report of trespassers on or near the tracks:

1. Immediately report the occurrence to the Amtrak police.
2. Notify approaching trains that there has been a report of trespassers on or near the tracks at or between [location(s)], and to report what they have seen after operating through the area.
If an Engineer requests guidance on how to operate through the area, advise the engineer to ensure that the headlight is on bright, and prepared to sound their horn if anyone is seen on or near the tracks.
If circumstances warrant instructing trains to be prepared to stop (e.g., a report of someone lying in the gauge of the track), issue a Form D or TSRB addition to instruct trains to operate through the affected area at **Restricted Speed**.
3. Continue to notify trains of the condition until a report is received that the area is clear.
4. Document the incident, including notifications and follow-up.

CHAPTER 11 : CETC DISPATCHER CONSOLE OPERATIONS

CE1: COMPUTER MALFUNCTION

When it is observed that CETC computer functions are becoming increasingly sluggish, the dispatcher must fleet signals wherever possible and practicable, and notify the Assistant Chief and/or CETC Specialist of the slowdown as soon as possible

CE2: SIGNAL FLIPS — CETC

Prior to authorizing a CETC signal flip:

1. To avoid having signals go into the slow release mode: Fleet or place in stop position all interlocking and/or controlled point signals within the limits of the intended flip.
2. Ensure that there are no trains in the affected area, and
3. Allow enough time to clear the TOL's that may appear. TOL's resulting from a signal flip may be eliminated by displaying signal(s) away from the location of the TOL.

CHAPTER 12 : REVISIONS AND REFERENCES

AMT4: ESTABLISHING TRAFFIC WITH C&S ASSISTANCE

Part “d” of Instruction 5 of the AMT-4 is revised as follows:

Before authorizing C&S employees to manually release traffic lever locks or traffic relays, the Dispatcher must ensure that:

1. All signals governing movement to the affected territory are in Stop position and not in time.
2. Blocking devices are applied to prevent the display of signals governing movement in the direction opposite that which traffic will be established.
3. No movements have been authorized to operate in the direction opposite that which traffic will be established.

The blocking devices applied to prevent the display of opposing signals must remain applied until the C&S employee has assured the Dispatcher that opposing signals cannot be displayed.

AMT-3: AIR BRAKE AND TRAIN HANDLING RULES AND INSTRUCTIONS



1. AIR BRAKE-EN ROUTE MOVMENT RESTRICTIONS (FAILURE OF AIR BRAKES IN ROUTE) - P6.2.3
2. ON-BOARD HOT BEARING DETECTION SYSTEM - 9.3.2